

## TECHNOLOGY SKILLS - GRADES 9 - 12

<b>I. UNDERSTANDS BASIC OPERATIONS AND CONCEPTS</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
1. Uses problem solving techniques to troubleshoot technical problems.	R	R	M	M
2. Creates well-written word-processed documents and reports with title page, outline, text, and works cited parenthetical referencing.	R	R	M	M
3. Uses basic tools such as, spell check, and thesaurus; can set tabs and margins, insert graphics, cut and paste and use layout features.	R	R	R	M
4. Uses spreadsheet functions such as sum, average, and uses formulas to perform calculations.	I	I	R	M
5. Uses digital media for image input and output (camera, scanner, etc.)	R	R	M	M

<b>II. UNDERSTANDS SOCIAL, ETHICAL AND HUMAN ISSUES</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
1. Respects the Acceptable Use Policy and understands that network use affects others.	I	R	M	M
2. Demonstrates and advocates for legal and ethical behaviors among peers, family, and the community regarding the use of technology and information, ( respects copyright law, etc.)	I	R	R	M
3. Can give examples of technology uses and its purpose in the workplace and in society.	I	R	M	M
5. Evaluates technology-based options, including distance education, for lifelong learning.	I	I	R	M

<b>III. APPLIES UNDERSTANDING OF TECHNOLOGY PRODUCTIVITY TOOLS</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
1. Can determine appropriate software for desired product and/or presentation.	I	R	M	M
2. Uses technology tools and resources for managing personal/professional information (e.g., finances, schedules, addresses, purchases, resumes, correspondence)	I	R	R	M
3. Selects and applies technology tools for research, information analysis, problem solving, and decision making in content learning.	I	R	M	M
4. Accesses and contributes to shared folders on a network for collaborative projects.	I	R	M	M
5. Evaluates technology-based options, including distance education, for lifelong learning.	I	R	M	M

<b>IV. APPLIES UNDERSTANDING OF TECHNOLOGY COMMUNICATION TOOLS</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
1. Routinely and efficiently uses online information resources to meet needs for collaboration, research, publications, communications, and productivity.	I	R	M	M
2. Creates and edits various types of documents (e.g., portfolio, multimedia presentation, etc.).	I	R	R	A

<b>V. APPLIES UNDERSTANDING OF TECHNOLOGY RESEARCH TOOLS</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
1. Demonstrates correct searching skills, using a variety of search engines.	I	R	M	M
2. Can evaluate a website for accuracy, relevance, appropriateness, comprehensiveness and bias.	I	R	M	M
3. Evaluates and selects new information resources and technology-based options for lifelong learning.	I	R	M	M

<b>VI. APPLIES UNDERSTANDING OF TECHNOLOGY PROBLEM SOLVING AND DECISION MAKING TOOLS</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
1. Demonstrates ability to use technology for problem solving and decision making. (Internet, email, listserves, multimedia presentations, etc.)	I	R	M	M
2. Uses appropriate technology tool to problem solve (software, peripherals, telecommunications, etc.)	I	R	M	M

**I = Introduced**

**R = Reinforced**

**M = Mastered**